**PPG Toolkit** | **V2.0** | March 2024 | **#PPGsinLeeds**

**45**

**Appendix E**

First Meeting Agenda template

**INSERT YOUR PRACTICE LOGO HERE**

(Practice Name)

**PPG Meeting, Meeting 1**

Monday 17 February 2020, 1:30pm – 3:00pm

**Agenda**

**1:15pm – 1:30pm:** Arrival and drinks **1:30pm – 1:35pm:** Welcome, introductions. **1:35pm – 2:00pm:** What is a PPG?:

**2:00pm – 2:30pm:** Reviewing and agreeing PPG documents:

* PPG Ground Rules
* Terms of Reference
* Code of Conduct

**2:30pm – 2:45pm:** Overview of current status of practice, themes, feedback (Practice Manager)

**2:45pm – 3:00pm:** Actions, Next Steps and AOB

* What do we want to focus on as a group?
* Is there anything we can be doing until the next meeting?

**Date of next meeting:** Thursday 28 May 2020, 4pm – 6pm